Target Group: All Academic Staff

Objective

The objective of the Conference Convening/Visitor Invitation Grant is to provide funding for convening of conferences or events at UOW or within the Illawarra. Specifically, the funding is intended for partial support of conferences, consortia or visits of international standing that will produce high quality outcomes.

Eligibility Criteria

All staff are eligible for this grant (please see Faculty Research Grant guidelines for details).

Application Process and Assessment

Applications can be made at any time and assessment will be carried out by a sub-committee of the FRC, including the Faculty Research Director and a representative from each school. The assessment process will normally be completed within one month of the application.

Assessment criteria will be based upon:

(a) Applicant's track record and perceived capacity to organise the event
(b) Significance of the event and potential for addressing a research theme
(c) Organization of the event
(d) How the event aligns with UOW Strategic Research Aims
(e) Potential for further internationalisation and collaborative opportunities
(f) Potential for high quality outputs.

Budget

Grants will normally be funded up to a maximum of $10,000. Budgets should be an explicit and detailed component of the application. Approval will be conditional upon funds being available. Any profits from the event will be rolled back into Faculty research funds.
GUIDELINES

Please provide responses to the points below (lists/dot point form is acceptable).

For Conference Convening Grants, applications should include:

1. Using the UOW Strategic Research Plan as a basis, provide a statement on the value of the event to UOW and the Faculty. See the plan at:

   Specifically:
   2. A statement on how the event fits within the UoW internationalisation strategy, including participants from UOW's strategic partner list. The list is available at:
      https://intranet.uow.edu.au/content/raid/rso/InternalFunding/uic-internationallinks.html
   3. A statement on the potential recruitment of honorary fellows from the participant list.
   4. A statement on how the conference/event fits within the Faculty's areas of research strength.
   5. Experience in organizing conference events.
   6. List details of location requirements.
   7. List details of invited attendees, their contribution, affiliations, full CVs and justification for any sponsorship of their travel, accommodation, etc.
   8. A detailed budget for the event and justification of expenditure and including all sources of funding

For Invitation to High Profile Visitors, applications should include:

1. A list of the visit's benefits to the Faculty and UoW using the UOW Strategic Research Plan, which is available at:

   Specifically:
   2. A full CV of the visitor.
   3. Activities to be undertaken by the visitor while at UOW.
   4. Confirmation the visitor from one of UOW strategic partner universities. If not will an application be made.
   5. Confirmation a UOW fellowship be taken up by the visitor.
   6. Confirmation the visitor's contribution aligns with a Faculty research centre.
   7. Statement on planned future collaborative activities.
   8. Please provide a detailed budget.

Note: Five copies of the application must be submitted to the Faculty Research Manager.